



NATIONAL HOUSING TRUST REGISTRATION CHECKLIST

The following documents and information are required for us to serve you. Please ensure that you read carefully these requirements and comply fully so as not to delay the processing of your application.

- NATIONAL INSURANCE (NIS) CARD
- TAXPAYER REGISTRATION (TRN) CARD
- VALID IDENTIFICATION - (Passport or Voter Registration Card - National Identification or Driver's License)
- 1 RECENT PASSPORT SIZE PHOTOGRAPH
- PROOF OF AGE - (Birth Certificate or Passport or Driver's License)
- PROOF OF INCOME - Completed **Declaration of Income Form (provided by the NHT) plus** any one of the following - **Recent Employment /Income Letter; Income & Expenditure Statement; Income Tax Returns for the applicable years.**
- COMPLETED QUESTIONNAIRE (Provided by the NHT)
- PROOF OF BUSINESS - (Certificate of **Business Registration or Certificate of Trade or Trade License or Business Permit**)

NB.

- I. The NHT reserves the right not to conduct the interview where the requirements are not met.
- II. First time interviewees are required to be at the interview.
- III. Representatives (persons acting on someone else's behalf) must present valid identification and a letter of authorization signed and stamped by a Justice of the Peace or a Notary Public.
- IV. Other documents may be required depending on each applicants situation.